

PURCHASING UPDATE



division of
**Purchasing and
General Services**

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The Who and How Behind Emergency Procurements for Executive Branch Agencies State Purchasing

Krysta Countryman, State Contract Analyst

When it comes to emergency procurements, there is a lot an agency must be aware of before making a procurement, including, WHO has the authority and HOW to complete the procurement.

Emergency procurement rules are found in the Utah Procurement Code under [63G-6a-803](#) and in Administrative Rule [R33-8-401](#). Throughout these two documents, you will notice the term Procurement Official. Only the Procurement Official may authorize an emergency procurement according to Code and Rule. For executive branch agencies that do not have independent procurement authority, the Procurement Official is the Chief Procurement Officer.

To ensure emergency situations are abated in an efficient and timely manner, the Chief Procurement Officer, in accordance with 63G-6a-304, has delegated emergency procurement authority to the Executive Directors of Executive Branch Agencies through the Emergency Limited Purchasing Delegation (Emergency LPD). The Emergency LPD requires each Executive Director to create a written internal department policy that contains two things: who can conduct an emergency procurement and the process that will be used.

JUST THE FAQs

Road Salt

By: Rick Straw, State Procurement Manager

Vendor	Contract Number	Areas Supplied
Broken Arrow Inc.	MA3772	All Regions
Compass Minerals	MA3773	All Regions
Morton Salt Inc	MA3774	Regions 1 & 2
Redmond Minerals	MA3775	All Regions
SaltWorx LLC	MA3776	All Regions
Willow Creek Salt	MA3777	All Regions

Question: Can I order salt from any of the statewide contract holders?

Answer: Almost! All but one of the vendors will supply to anywhere in the state. Morton Salt will only supply to Regions 1 and 2, every other vendor can provide to any region.

Question: Do I have to get quotes from two or more of the contract holders and go with the low quote in order to place an order?

Answer: No! You do not need to obtain quotes in order to make a purchase. You can determine which contract provides the best value to your entity and order without getting quotes. You are free to get quotes if you so choose, but they are not required.

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First, the internal department policy must state the Executive Director's designees for emergency procurements. Designees can be specific individuals or individuals named by job classification, such as all division directors. Only designees can make emergency procurements. All other department personnel must work with a designee to make an emergency purchase.

Second, the internal department policy must state the process for making and reporting emergency procurements. The process provides department guardrails for emergency procurements and ensures that the designee is abiding by Code, Rule, and [Purchasing Policy PURCH-01](#).

As a reminder, if the dollar amount of the emergency purchase fits within the guard rails of R33-5-104 Small Purchases (individual item is \$5,000 or less and the total purchase is \$10,000 or less), the agency should buy the item or service using that process. If time permits and quotes are obtained and the total cost is \$10,000 or less, the agency should proceed with the retention schedule required by the quote process. If R33-5-104 is used, the Emergency Limited Purchasing Delegation is not required and the agency is not subject to the public posting requirement of the code and rule for emergency purchases.

Executive Directors are ultimately responsible for how emergency procurements are conducted by the designees. The Emergency Limited Purchasing Delegation is a privilege and a responsibility which should only be granted to designees who have a clear understanding of the requirements set forth 63G-6a-803, R33-8-401, Purchasing Policy PURCH-01, and the internal department policy.

Important— GMA Payment Errors

To be shared with FINET Payment Team

FINET ISSUE: State Cooperative Contract Payment Errors

Tara Eutsler, Trainer and FINET Boss

If you receive an error while making a payment on a state cooperative contract in FINET, the problem is probably not new FINET. The problem may be the Referenced Transaction Department located on the Accounting Tab.

On July 1st 2022, the consolidated Department of Government Operations became department 150 in FINET. The Division of Purchasing was required to create all state cooperative contracts (SCC) using department 150 instead of department 100. The change will cause errors when requesting payment if the wrong department is used.

State agencies which use a PRC payment request for an SCC will not be impacted by the department number change. A PRC copies forward from the contract, the system correctly chooses the referencing department number associated with the SCC. By copying forward, a PRC also prevents other mistakes which can cause audit findings such as payment on an expired contract or to the wrong vendor. PRCs are the preferred payment method for state cooperative contracts. (Additional information in the [Aug 2023 Purchasing Newsletter](#) article, "State Cooperative Contract Payments: GMA vs PRC")

State agencies which use a GMA payment request may have errors, but only if the agency is unaware of the department number change. A GMA payment request starts as a blank document. FINET users are in the habit of using department 100 as the referencing department. If the contract was created under department 150, FINET will give an error and not finalize the request.

When an agency receives this error, it should navigate to the Transaction Catalog, enter the contract number on the

Transaction ID field, click search, and review the Transaction Department. If the dependent number does not match what was entered on the GMA, the agency must update the department number referenced in the GMA.

Transaction Catalog ☆

Search

Transaction Code Transaction Dept Transaction ID Transaction Phase

MA2962

Show More

Grid Actions

1 - 1 of 1 Records View per Page 20 50 100

Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Transaction Phase
MA	150	-	MA2962	Final

As time passes, the number of SCC contracts using department 150 will grow. An agency which elects GMAs for payment requests should train their payment teams to locate the correct department for the contract prior to opening a new GMA. To avoid audit findings, the payment team should also review the contract end date and the correct contract vendor code to prevent audit findings that occur for payments against expired contracts or to the wrong vendor.

For referencing department errors on a GMA, new FINET is generally not the issue. The errors are generally caused when payees do not know that SCC can now be either department 100 or 150.

Software Value Added Reseller (SVAR) Statewide Cooperative Contract Renewal

Grant Herdrich, State Procurement Manager

As many of you have noticed the current [SVAR](#) portfolio is expiring December 31, 2022. There is no need to worry! The Division of Purchasing will have the new SVAR contracts in place and they will take effect January 1, 2023 – April 24, 2027. Like the last SVAR contracts these will be leveraged from the NASPO contracts.

Old Contract Numbers and New Contract Numbers

As of this newsletter the State of Utah plans to enter into 4 contracts within the SVAR portfolio. The three previous vendors, SHI, Insight, and CDW-G will all be added. We will also be adding Dell Marketing to add another option to the portfolio.

Vendor	Old SCC Contract Number	New SCC Contract Number (Jan. 1 2023)
SHI	MA096	MA3993
CDW-G	MA2800	MA3995
Insight	MA2801	MA3996
Dell	N/A	MA3997

What Has Changed

To reduce confusion the participating addendums (PA) that are being added include language limiting the SVAR contract to only include commercial off the shelf software that is housed locally by the agency. This practice has been taking place already but now it is clearly stated in the contract language. This language is to reduce overlap with the [Cloud](#) Solutions SCC where your cloud solutions can be ordered.

The old NASPO SVAR contract only had 3 awarded vendors. The newest [NASPO SVAR contract](#) has 9 awarded vendors.

- Accel BI
- CDW-G
- Dell Marketing
- Insight
- Mythics
- SHI
- SoftChoice
- Solai & Cameron
- Zones

The Division of Purchasing does not plan on signing a PA with every vendor, only the 4 listed with their contract numbers above; however, if your agency is interesting in working with one of the vendors not listed or has any questions about the SVAR contracts please e-mail GHerdrich@utah.gov.



Most asked questions - MRO Portfolio (Industrial Equipment and Supplies)

Ann Schliep, *State Procurement Manager*

What is MRO? – Maintenance, Repairs, and Operations for Buildings.

Do we have to get quotes from each of the contractors? – No, quotes are not required. However, we encourage end-users to obtain quotes either by reaching out to each contractor or use the Get A Quote function. Not all contracts have the same discounts or pricing.

How is this portfolio priced? These are discount contracts. Each contract has been awarded various categories and within each of those categories is a minimum discount to the pricing. Not all contractors have the same discounts nor do they have the same categories awarded. There are

documents on each contract that indicates the categories awarded and the discount associated with that category.

If we find an item not in a category, can we purchase it? There are a couple of contractors that have offered their full catalog when they submitted their proposals. The CPO has determined that if it is convenient then you may purchase the item. Again, it is best to get quotes if you can. Be sure to read through all the ordering instructions for the contract so you know which of the contracts in the portfolio you are able to order from their whole catalog

For more questions, contact Ann Schliep, aschliep@utah.gov



SCC Update: Commercial Food Service Equipment Repair & Maintenance

Nikki Sanchez, *Purchasing Agent*

The Statewide Cooperative Contracts MA2846 and MA424 for Commercial Food Service Equipment Repair and Maintenance will be allowed to expire on April 29, 2023. Please make any arrangements necessary to procure these services with an agency specific contract or as a small purchase. For questions, contact Nikki Sanchez, nsanchez@utah.gov



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VISION

Building a better community through career development.

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**QUESTIONS? CONTACT US AT 801-522-7931
UCI.UTAH.GOV**

Spotlight Article



Ryan Reeder

Hey there. My name is Ryan and I am new to the Division of Purchasing. Fun times await and I am excited to be here! I currently live in St George Utah but I am originally from Reno, Nevada. I moved to the area right out of high school to attend college and never looked back. I am married with three children. I am pretty lucky to have a fantastic crew. With children 12, 10, and 8 it seems like there is always some place to be, or a half dozen kids from the neighborhood running in and out of my home. We try to have fun and try to stay busy. My wife is a "go getter" that legit keeps me on my toes. She has successfully owned a local hair salon for the last 15 years and is also working on something else. With kids, work, school,

and business it feels like we run nonstop, but we love it too. We are pretty big Las Vegas Golden Knights fans (NHL), and with our location being so close to Vegas we are down there for games or concerts pretty frequently. Thanks for being so welcoming. Keep on keeping on!

Q And A

Q: What is your favorite vacation?

A: If you ask my kids, I am pretty sure they will talk about our frequent trips to Disneyland. I would guess my wife would pick the beaches in Maui. As cliché as it sounds, I am honestly good with anything if the fam is together somewhere having fun and exploring.

Q: What is your biggest fear?

A: Growing up I had a true fear of heights. Somehow, I have moved past that fear. At this stage of my life, I would probably say something silly like missing a day at the gym.

Q: If you could have dinner with one famous person, who would it be?

A: Interesting question. I think it could be a little awkward eating dinner with someone I don't know, but laughter and fun usually make things less awkward, so maybe somebody like Jim Gaffigan?

PROCUREMENT TRAINING

NIGP-UT CHAPTER MEETING & TRAINING

DATE: December 1, 2022

TIME: Multi-hour

TOPICS: Multiple

PLACE: Taylorsville State Office Building

BROWN BAG LEARNING SERIES (BBLs)

DATE: January 19, 2022

TIME: 12— 1PM

TOPICS: What About the Legislative Session?

PLACE: Webinar

OTHER TRAINING OPPORTUNITIES

BBLs: 02/16/2023

UT-NIGP: 3/02/2023

Sustainable Purchasing

Summit: 03/16/2023

BBLs: 04/20/2023

UT-NIGP: 05/18/2023

PEP Seminar: 06/15/2023

How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Jessika Huhnke, jessikahuhnke@utah.gov

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Hours: 8:00 am—5:00 pm M-F

